

MEMORANDUM

DATE: August 2, 2005

TO: Division of Shellfish Sanitation Staff

FROM: Robert E. Croonenberghs, Ph.D., Director
Division of Shellfish Sanitation



SUBJECT: Plants - Policy - Certification Timetables

Purpose

Clarification of when a crab or shellfish plant can operate after the final certification inspection.

Policy

Shellfish and crab processing plants must have a *Certificate of Inspection* approved and signed by the Division Director. There is a ten business day grace period from the completion of the final (successful) certification inspection until the certificate is signed by the director. **The grace period applies to new certifications and to plants whose certification will expire within ten days of the final certification inspection.** The expiration date of the grace period must be clearly written on the **certification inspection** form. During the grace period plants may operate. The director will either approve or disapprove the plant's certification during this time. However, plants will not be listed in the Interstate Certified Shellfish Shippers List (ICSSL) until the Director signs the Certificate of Inspection.

The time periods are explained below.

1. New Plants and Plants with Expired Certifications
 - Ten business day grace period applies.
 - Certificate of Inspection must be signed by the director.
2. Certified Plants
 - Ten business day grace period applies.
 - Certificate of Inspection must be signed by the director.
 - Must have certification papers completed 2 weeks prior to expiration of previous year's certification to avoid a lapse in the ICSSL.
 - Crab plants should have paperwork completed by March 15.
 - Shellfish plants should have paperwork completed by October 15.
 - Note; the central office cannot process the recertification of all processing facilities, especially those for shellfish plants, in a two-week time period.